



Recognition Strategies for Supervisors

Resources created by the CalHR Retention & Recognition Work Group

Audience	Daily	Weekly	Monthly	Other Occasions
Employee to Employee	<p>Give friendly greetings</p> <p>Give hand-written thank you notes</p> <p>Have a genuine conversation about how they are doing</p>	<p>Recognition trophy passed between peers, based on weekly achievement</p>	<p>Staff-led icebreakers to build camaraderie and morale</p>	<p>Mentor new employees</p> <p>Our Promise Campaign—encourage team to attend kick-off event</p>
Supervisor to Employee	<p>Recognize all team members</p> <p>Give a memento for a job well done</p> <p>Verbal thanks for completing their work</p>	<p>In One-on-Ones</p> <ul style="list-style-type: none"> ★ Discuss how an employee likes to receive recognition, honor their wishes ★ Set goals together, celebrate when achieved ★ Allow space/time for sincere personal conversations 	<p>Follow up on established goals; celebrate accomplishments</p>	<p>Include accomplishments in Individual Development Plan discussion, thank them for their follow-through on “wins”</p>
Supervisor to Team	<p>Check in on employees—see how they are doing</p> <p>Post praise from customers and peer employees in common areas</p>	<p>Email team members’ individual accomplishments to team</p> <p>Share recognition of accomplishments in weekly team meetings/discussions</p>	<p>Acknowledge outstanding work in team meetings</p> <p>Team building— from ice cream socials, to meetings in the park</p>	<p>Encourage staff attendance at Department-wide events</p> <ul style="list-style-type: none"> ★ If that includes covering phones to let them, do so, and let your supervisor know <p>Annual team appreciation week, with daily themes</p>
Recognizing Employees to Upper Management	<p>Acknowledge praised employee and CC your next level management</p>	<p>Tell peer supervisors about employees who are doing well</p>	<p>Share staff accomplishments in Supervisors/Managers meetings with Executive level management</p>	<p>Recognize Milestones</p> <ul style="list-style-type: none"> ★ Years of Service ★ Perfect Attendance ★ Production Goals ★ Safety Goals ★ Project Completion